



Routine Product Testing Agreement

Coversheet and Instructions

Cornell’s Routine Product Testing Agreement (PTA) is a mechanism by which an investigator may enter into a contract with a client to test a proprietary product or device under a client-developed testing protocol. The agreement is designed to facilitate routine testing arrangements by providing a pre-approved set of terms and conditions that allow for testing.

The agreement has been approved for use by the Colleges of Agricultural and Life Sciences, Human Ecology and Veterinary Medicine. Other colleges wishing to use the agreement should contact the Office of Sponsored Programs (osp_help@cornell.edu).

Principal Investigator acknowledgement

Please respond to the following questions to ensure that the PTA is the appropriate mechanism for the project:

- 1. Is this PTA being supported by Federal or New York State funding?
Yes No
2. Does performance of the work require animals, human participants, recombinant DNA, regulated transgenic plants or industrial hemp, controlled substances, biohazardous materials, select agents or other similarly regulated materials?
Yes No
3. Has the sponsor provided the testing protocol, specifications and parameters for the study? (Cornell PI may have been consulted in the development of the protocol, but the final specifications for the testing have been provided by the sponsor.)
Yes No
4. Will the Cornell team provide recommendations or interpretation of the testing data beyond routine statistical analysis to the sponsor?
Yes No
5. If students are involved, will their work count towards their thesis or towards meeting their research degree requirements?
Yes No
6. Does any member of the research team (PI, Co-PI or any other faculty, student or staff involved in the design, conduct or reporting related to this agreement) or a member of their family (spouse, same sex partner or dependent children) have an equity or financial interest, or a management, advisory, consulting, employment or any other paid or unpaid role with the Client?
Yes No

Table with 2 columns and 4 rows: PI Name, PI Title, PI Signature, Date



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College Responsibilities

1. PTA should not be used for Federal or New York State sponsors.
2. Review to ensure that no animals, human participants, or regulated materials (recombinant DNA, certain transgenic plants or industrial hemp, controlled substances, biohazardous materials, select agents) are involved in the testing. If protocols are required to perform the work, the agreement must be reviewed, approved and administered by OSP.
3. Review answers in PI acknowledgement section to ensure that a PTA is the appropriate mechanism for the project. Questions should be directed to OSP.
4. Enter the confidentiality period in section 4 (Confidential Information). This period should be between 0 and 36 months, depending on sponsor requirements.
5. Ensure that only individuals authorized to serve as Principal Investigators per the Cornell Principal Investigator Eligibility Policy enter into a PTA
6. Review agreement to ensure conformance with template. If modified, the agreement must be reviewed, approved and administered by the Office of Sponsored Programs
7. Review internal budget to ensure College cost requirements are met.
8. Review financial conflict of interest and work with the Office of Research Integrity and Assurance if any potential conflicts are identified.
9. Screen all sponsors using Visual Compliance software and work with the Export Control Officer if any alerts arise.
10. Track all Routine Product Testing Agreements signed by College and report to Tax and Treasury.
11. Execution of agreement by Associate Dean of Research or delegate.
12. Accounts for Product Testing Agreements should be established in the Kuali Financial System (KFS) in subfund GNDEPT with higher education function code 4470 and labor benefit rate category code NF (CC) or EN (EN). Accounts may be used for multiple agreements. Revenue for these agreements should be recorded on object code 4062.
13. Effort or other costs associated with PTAs should be charged to the PTA account and may not be charged to a sponsored agreement
14. Space used for such activities should be coded as 3.3 in the annual space inventory process.